

TOWN OF GILBERT FISCAL YEAR 2016-2017 ANNUAL NON-PROFIT FUNDING PROCESS

Application Packet

The Town of Gilbert has a single application and allocation process for general funded eligible activities. Applications for the Fiscal year 2016-2017 Annual Funding Process are due Thursday, February 4, 2016 by 6:00 p.m.

ELIGIBILITY REQUIREMENTS

1. Organization is incorporated as an Arizona non-profit organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
2. An unincorporated Arizona organization may apply through a fiscal sponsor, provided that the fiscal sponsor is an Arizona 501(c)(3) organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
3. As long as the organization has the capacity to complete the project, the size of an organization is not a criterion in determining funding.
4. Organization must comply with all appropriate federal and Arizona State Constitutional requirements on the use of public funds, particularly prohibiting funds being used for personal benefit or lending of funds to a private entity.
5. Preference will be given to projects, which use the funds directly for services and not for administration, overhead, or fund raising activities.

Note: Funding decisions are based on the original application and supporting supplementary materials. Follow-up questions and materials may be requested from the review panel during the process. Substantially incomplete applications will be deemed ineligible and will not proceed to the next stage of review.

FUNDING PRIORITIES

In June 2014, Gilbert completed a Human Service Needs Assessment. The needs assessment identified nine priority populations that had the greatest need for additional services in Gilbert. The nine populations and their definitions are listed below in ranked order:

Priority 1: Families/Individuals in Crisis - Gilbert families experiencing stressors that put one or more family members in a dangerous situation requiring immediate support and emergency intervention to defuse the situation and restore a temporary level of stability to the family.

Priority 2: Mental Health and Substance Abuse Treatment Services Group - Gilbert individuals of all ages in need of either in- or out- patient mental health or substance abuse treatment services

Priority 3: Low/Moderate Income Individuals and Families – Gilbert residents whose annual household income is at or below 200% of the Annual Federal Poverty Threshold.

Priority 4: Elderly/Seniors – Gilbert residents over 62 years of age.

Priority 5: Homeless Individuals and Families – Those lacking a fixed, regular and adequate night-time residence and living in a shelter, temporary institutional residence or a public or private place not designed for a regular sleeping accommodation.

Priority 6: Special Needs Individuals – Persons experiencing chronic physical, mental, emotional or developmental impairment that results in marked and severe functional limitations.

Priority 7: Youth – Those under the age of eighteen.

Priority 8: Immigrants – Any non-citizen who is residing permanently in Gilbert; working, going to school and/or seeking work or an education or some combination of the two (within legal restrictions).

Priority 9: Culturally Diverse Individuals and Families – individuals of ethnicities other than Anglo and/or a non-traditional sexual orientation seeking an equality of representation and respect within the community.

FUNDING PROCESS

Applications are due: **Thursday, February 4, 2016 by 6:00 p.m.**
E-mail electronically to Andrew.Carlson@gilbertaz.gov

OR

Deliver hard copy to Town Manager's Office
Municipal Office Building I, 50 E. Civic Center Dr. Gilbert, AZ 85296
Attention: Andrew Carlson

Staff will review the applications for completeness. The applicant will be contacted if additional information or clarification is needed.

Applicant Presentations

There will be no applicant presentations for the 2016-2017 funding process. Staff will review and score each application utilizing the 2016-2017 Evaluation Criterion Sheet. Funding recommendations will be presented at an April Town Council meeting. Council will make the final funding allocations. Applicants are not expected to attend the Council meeting, although Council meetings are open to the public.

Following Council approval, awarded applicants must complete a formal agreement and scope of work; provide proof of insurance and proof of Worker's Compensation certification. Organizations may not expend any Fiscal year 2016-2017 funds until all documentation is complete and a contract for service has been executed.

APPLICATION REQUIREMENTS

- Submit one signed, PDF electronic version of the complete application **OR** deliver one signed, double-sided complete application if you do not want to submit electronically. Do not staple the original. Applications must be received at the Town Manager's Office either electronically or hard copy by Thursday, February 4, 2016 by 6:00 p.m. A confirmation e-mail or receipt will be provided showing the date and time the proposal is received.

MAIL OR DELIVER APPLICATIONS TO:
Town of Gilbert, Town Manager's Office
Attention: Andrew Carlson

ELECTRONIC SUBMISSION TO:
Andrew Carlson, Andrew.carlson@gilbertaz.gov
480-503-6956 voice TDD 480-503-6080

50 East Civic Center Drive
Gilbert, Arizona 85296

- Completed applications should be no more than 17 pages including the Agency Summary. Applications over 17 pages (not including attachments) may be returned to the applicant for editing. Outreach materials for the project are not required, but may be included.
- Required attachments must be included in the submitted application packet to be considered for funding.
- Provide one electronic or hard copy of the following items (if not already on file with Gilbert):
 - Organization's tax-exempt certification letter from the IRS
 - Fiscal year 2015-2016 or most recent agency audit and management letter, or audited financial statement.
- The Town will not award funding of less than \$5,000 to any applicant. Please make your funding request a minimum of \$5,000 or more.